

ANNEX H CHAPEL OPENING/CLOSING PROCEDURES TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

1. PURPOSE: To establish guidelines for the opening and closing of JRTC & Fort Polk Chapels on a daily basis as needed.
2. SCOPE: This Appendix applies to all JRTC & Fort Polk UMT members.
3. The following is a list of things to be done each morning when opening a JRTC & Fort Polk Chapel:
 - a. Unlock the front and back doors.
 - b. Perform Police Call around exterior of building.
 - c. Inspect latrines for supplies; i.e. paper towels, toilet paper, etc. Do not forget back latrines.
 - d. Inspect building for cleanliness and spot clean as needed.
 - e. Prepare for special events.
4. The following is a list of things to be done each evening when closing a JRTC & Fort Polk Chapel. The NCOIC will ensure the tasks are completed before anyone is released for the day.
 - a. Empty all trash and take it out to the Dumpster.
 - b. Shut off coffeepot and clean it out. Throw away the old coffee grounds.
 - c. Inspect latrines for supplies, i.e. paper towels, toilet paper, etc. If they need supplies restock them. Do not forget the back latrine.
 - d. Ensure all kitchen appliances are shut off and stored in their proper place; especially the stove. Clean all dirty dishes if any.
 - e. Ensure all sensitive documents are locked up, i.e. letters on counseling cases, etc.
 - f. Ensure all religious items are properly stored where they belong.
 - g. Ensure all office equipment is shut off. Make sure computers are properly log off before shutting them off. Do not forget the printer.
 - h. Ensure all lights are turned off.
 - i. Ensure fans in sanctuary turned off.
 - j. Ensure all interior windows and doors are closed and locked.

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- k. Ensure all exterior doors are closed and locked.
- l. Perform a Police Call around exterior of building. Check around outside of building for fire hazards or any other safety hazard.
- m. Take necessary corrective action for any deficiencies noted.